

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR CRIME SCENE TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Crime Scene Technician is the second level in a three level Crime Scene Technician series. Incumbents are responsible for collecting and analyzing forensic evidence at major crime scenes, including photographs of scenes and latent prints, and may oversee the collection of evidence on complex crime scenes.

The Senior Crime Scene Technician is distinguished from the Crime Scene Technician by its responsibility as a lead worker, making work assignments, overseeing the work of other Crime Scene Technicians, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Crime Scene Technician is distinguished from the Supervising Crime Scene Technician, which has first-line shift supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Serves as a lead worker to other employees including prioritizing and assigning work; determining completion of work; and, training staff on work methods. | Daily
20% |
| 2. | Conducts crime scene investigations, which includes collecting and preserving evidence, operating photographic equipment to document scenes, processing evidence for latent prints, and performing other related activities.
<u>Attends and performs tasks associated with autopsies.</u> | Daily
25% |
| 3. | Prepares <u>documents and</u> reports detailing results of crime scene investigations. | Daily
15% |
| 4. | Performs latent finger/palm print comparisons and classifications. | Daily
10% |
| 5. | Processes prisoners by taking fingerprints and photographs and collecting and entering demographic information; files documents utilizing prescribed methodologies. | Daily
10% |
| 6. | Performs complex tasks associated with the operation of <u>various automated fingerprint identification systems (AFIS)</u> , including evaluating prints for entry, purging of fingerprints stored in systems, maintaining records, and collecting statistical data. | Daily
10% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
7.	Performs crime lab procedures, such as chemical development of latent prints, collection of gunshot residue used for analysis, number restoration, and <u>physiological fluid</u> fluorescence testing.	Weekly 10%
8.	<u>Testifies or appears in court.</u>	<u>Daily 5%</u>
9.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Three years of experience in a law enforcement crime lab or performing crime scene processing equivalent to that gained with the Fresno Police Department is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program)

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Knowledge (position requirements at entry):

Knowledge of:

- Basic organization and functions of the criminal justice system and criminal law, related to crime analysis and dissemination of confidential information;
- Photography principles and related equipment including photographic processing;
- Automated fingerprint classification systems;
- Latent finger and palm print identification and processing practices, methods and equipment;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Recordkeeping principles and practices.

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Skills (position requirements at entry):

Skill in:

- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Safely operating and maintaining applicable tools and equipment
- Using computers and applicable software applications
- Processing crime scenes and collecting, developing, and analyzing evidence
- Rolling Fingerprints
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Taking photographs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Incumbents may be subjected to adverse and/or unfriendly individuals or crime scenes including decomposing bodies and autopsies.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007